



Procedure: Issuing Checks in Special Situations

Functional Area: IX Food Delivery

Section: B8

Citation: 246.6; 246.10(b)(1)(ii)

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Purpose	To provide guidance on how to issue WIC checks to individuals in special situations.
Migrant Clients	<p>Many migrants have participated in WIC program in other states where the food delivery, the allowable foods, and the design of the WIC check are very different. Due to this fact the priority areas to be covered for education should include:</p> <ul style="list-style-type: none">• How to use WIC checks in Nebraska• What are WIC allowable foods in Nebraska• Alter the food package to meet the client's circumstances.• If no refrigeration is available, dry milk and evaporated milk should be issued instead of whole milk as long as there is a safe water supply.
Children/Women with Special Dietary Needs	<p>Powdered formula should be issued whenever possible. If a woman/child is on a special formula which does not come in powdered forms, explain the proper use and storage of RTU or concentrate formulas.</p> <p>Formula is not to be issued to WIC clients over the age of one without medical documentation by a physician.</p>
Homeless Clients	<p>When issuing foods to a client who is homeless and lives in a temporary shelter or facility these guidelines should be followed:</p> <ul style="list-style-type: none">• Only the WIC client is to benefit from the WIC foods so as to help meet his/her needs during their critical stages of growth and development.• The WIC client should be counseled by the health professional so that the client understands only they are to use the WIC foods.• The temporary shelter or facility cannot receive financial or in-kind benefit from a person's participation in WIC.• Food items purchased with WIC checks must not be used in communal feeding.• WIC clients must have access to their WIC foods at any time.• The temporary shelter or facility may not place any constraints on the WIC client in the WIC program. WIC clients who are homeless should have access to the same WIC supplemental foods and services which are available to those clients not affiliated with a temporary shelter or facility.• Clients should have access to WIC foods at any time.

Homeless Clients (cont.)	<p>If infant formula is needed, living conditions may warrant the issuance of ready-to-use formula. See guidance in the Issuance of Ready-to-Use Formula procedure.</p> <p>Alter the food package to meet the client's circumstances.</p> <p>If no refrigeration is available, dry milk and evaporated milk should be issued instead of whole milk as long as there is a safe water supply.</p> <p>When storage and refrigeration are concerns smaller amounts of foods may need to be issued on the checks.</p> <p>Discuss with the client the closest locations of WIC approved stores in their area.</p>
Racial/Ethnic Preferences	<p>Adjust the food package to individual's needs, based on cultural preference when allowed, as well as on nutritional/medical recommendations and nutritional status.</p> <p>Note: Rice milk is not allowed by the Nebraska WIC Program</p>
Rural Families	<p>Rural Families ability to come to clinic may be decreased due to the distance they live from clinic. Checks may be mailed in these situations, but not more than two months worth in a 6 month period.</p> <p>Give RTU formula in situations where a health hazard exists due to unsanitary or restricted water supply. More guidance can be found in Issuance of Ready-to-Use Formula procedure.</p>
Foster Children	<p>Check issuance should be done with consideration to the fact that the child may be with their temporary guardians for only a brief time. Check issuance should be monthly whenever the length of placement is unsure.</p> <p>When placement is known to be for an extended period of time (greater than 3 months) checks may be issued bimonthly.</p> <p>When children are placed with relatives, checks may be issued bimonthly.</p>
Persons with AIDS or who are HIV Positive	<p>For infants, 24-27 kcal/ounce formula may be prescribed. Iron may be contraindicated to avoid proliferation of iron-dependent organisms.</p> <p>Lactose restriction may be indicated. Adjust the food package accordingly. Refer to the Medical Documentation Requirements procedure for medical documentation form and requirements.</p> <p>Occasionally a physician may prescribe a nutrition supplement. Contact the state WIC Food Operations Coordinator to see if they can be provided by WIC.</p>

Persons with Special Health Care Needs

Adjust food package III according to:

- Nutritional need by age for infants and children
- Nutritional/medical conditions
- Availability of other foods for the client
- Individual's food storage and cooking facilities

Medical documentation is required for all foods issued in food package III. Refer to the Medical Documentation Requirement procedure for the medical documentation form, requirements for use and instructions for completing the form.

Issue checks in a manner deemed appropriate for the client. Examples would include monthly versus bimonthly check issuance or mailing of checks.

Clients with special health care needs may need to use an alternate shopper for check pick-up at the clinic and redeeming the checks at the vendor more often than other clients. For information on alternate shopper designation and use, refer to the Persons Authorized to Receive WIC Checks procedure.

Local Agency Staff Participating in the WIC Program

The staff member will be placed on a regular schedule for receiving checks as would any other client.

The participating staff member's checks must be completed by another staff member as described:

- The participating staff member will go through the normal WIC Certification process and will receive checks based upon current certification dates.
 - The participating staff member will sign the checks in the presence of another staff member.
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